



**TO:** Workforce Investment Board Chairmen  
Workforce Investment Board Director  
Regional Workforce Board Chairpersons  
Regional Operators  
Regional Coordinators

**FROM:** Ronald L. Stiver   
Commissioner

**DATE:** June 29, 2006

**SUBJECT:** DWD Policy 2005-24  
Workforce Investment Boards' and Regional Workforce Boards' Websites

### **Purpose**

It is important that the public have access to Indiana's entire workforce development system through the Indiana Department of Workforce Development's webpage. The workforce investment board for the balance of state, the workforce investment board for Marion County<sup>1</sup> and the regional workforce boards will have websites. Those websites will be accessible from the Indiana Department of Workforce Development's website at <http://www.in.gov/dwd/> no later than September 1, 2006.

### **Contents**

The workforce investment board for the balance of state, the workforce investment board for Marion County and each regional workforce board will have an active website detailing services and other public information about the regional area. The Indiana Department of Workforce Development's website will have a connection to each board's website.

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<sup>1</sup> Regional workforce boards act in the same capacity in their regions as the workforce investment board for Marion County. The regional workforce boards will maintain individual websites for their areas. The workforce investment board for the balance of state may elect to have a website, but it will not be used to inform the public about service locations.

In order to ensure a measure of website uniformity, the following parameters have been set:

1. Include the WorkOne brand;
2. List all WorkOne offices in the region – full service and express, addresses, and telephone numbers;
3. Include information about WorkOne services and hours of operation;
4. Include the date the site was last updated; and
5. Ensure the site is Bobby approved (see <http://webxact.watchfire.com/> for further information).
6. The websites must be kept current. Websites must be updated within 30 days of changes.

Indiana Department of Workforce Development's Marketing and Communications is available to assist the boards in this process. They can assist each board with a test launch prior to being included on the Indiana Department of Workforce Development's website.

**Ownership**

Partner Services

**Effective Date**

July 1, 2006

**Ending Date**

December 31, 2008

**Action**

Workforce investment boards and regional workforce boards will each create a web page detailing their services. The workforce investment board and regional workforce board staff should contact Marketing and Communications for testing prior to the official launch of the website. Each of the workforce investment boards' and regional workforce boards' web page should be accessible through the Indiana Department of Workforce Development's webpage at <http://www.in.gov/dwd/>

**Contact Person**

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